SEMESTER -1

MDC -1 **NGO Management**

Course Outcomes:

CO1: Describe and represent concept of NGO

CO2: Illustrate Start up of NGO

CO3: Know management of NGO and learn the importance of resource mobilization and documentation

CO4: Write proposal and know the art of planning, implementing and evaluating strategy.

NGO Management (Theory: 1credit + Practical 2 credits)		
Unit	**Topics to be covered**	**No. of classes**
1	Concept of NGO: Meaning of NGO and GO, Difference between Government Organizations and NGO, Characteristics of good NGO, Structure of NGO, Functions of NGO, Advantages of NGO	04
2	Starting of NGO: Steps for starting NGO, Registration of NGO, Selection of Personnel, Training of Personnel, Identifying Funding agencies, Resource Mobilization.	03
3	Problems of NGO: Training, Recruitment, Funding, Resource Mobilization, Documentation	03
	Practical: Proposal writing under NGO Planning, implementation and Evaluation strategy under NGO, Documentation, PR in NGO. Visit to an existing NGO and prepare a report about the functioning of the NGO	20
	TOTAL	**30**

Reading List

1. S. Chandra, (2003). Guidelines for NGO Management in India. Kanishka Distributors, New Delhi
2. D. Lewis, (2001). Management of Non Governmental Development Organization, 2nd Edition. Routledge, Newyork.
3. A. Abraham, (2003). Formation and Management of NGOs, 3rd Edition. Universal Law Publishing Co. Pvt Ltd., New Delhi.

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SEMESTER -II

MDC -II **Basics of Interior Design and Hospitality Management**

Course Outcomes:

CO1: Understand the objectives of design and recognize the elements and principles of design and their applications.

CO2: Demonstrate competency in interior designing.

CO3: Understand the significance of hospitality industry.

CO4: Demonstrate competency in the use of design fundamentals as principal tools in establishing design criteria and developing the overall design process.

MDC- II	Basics of Interior Design and Hospitality Management (Theory: 3 credits)	
Unit	**Topics to be covered**	**No. of hours**
1	Introduction to foundation of art and design: Objectives of design - Beauty, Functionalism and Expressiveness; Types of Design - Structural and decorative (Naturalistic, stylized, abstract and geometric); Modern and traditional design	08
2	Introduction to Elements and Principles of Design: Elements of design - Line, Shape and form, Space, Pattern, Texture, Light, Color; Principles of design - Balance, Harmony, Scale, Proportion, Rhythm, Emphasis	08
3	Introduction to components of Interior Design: Surface in Interior - wall finishes, floor finishes, ceiling finishes; Types of Furniture and furnishings; Flower arrangements	08
4	Introduction to Hospitality Industry: Importance & functions of housekeeping department in hospitality industry; Functions and management of Food Service Department	06
	TOTAL	**30**

Practical Record: A Project File

Reading List

1. Andrews, S., (1982). Hotel Front Office Training Manual. Tata McGraw Hill Publishing Co. Ltd, New Delhi.
2. Andrews, S. (2000). Food and Beverage Management. Tata McGraw Hill Publishing Co. Ltd, New Delhi.
3. A. K. Bhatia, (1983). Tourism Development: Principles and Practices, 2nd Edition. Stealing Publishing Co., (Unit I-VII, IX), New Delhi.
4. Andrew, Sudhir (1985). Hotel Housekeeping - Training Manual. Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
5. Botter and Lockart (1961). Design for you. John Willey & Sons Inc., New York.
6. Bhatt, Pranav and Goenka, Shanita (1990). The Foundation of Art and Design. Lakhani book Depot, Bombay.
7. Duncan, Miller (1949). Interior Decoration. London, The Publications, New York

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8. Faulkner, Sarah and Faulkner, Ray (1960). Inside Today's Homes. Holt Rinchart and Winston Inc., New York.
9. Goldstein, H. and Goldstein, V. (1967). Art in Everyday Life. Oxford & IBH Publishing Co., New Delhi
10. Gravas, Maitland (1951). The art of Color and Design (2nd Edition). McGraw Hill books Comp. Ltd., New York.
11. Halse, Altert O., (1978). The Use of Color in Interior (2nd Ed.). McGraw Hill books Comp. Ltd., New York.
12. Rutt, Anna Hong, (1949). Home Furnishing. John Willey and Sons Inc., New York.
13. Gandotra, V., Shukul, M. and Jaiswal, N., (2010). Introduction to Interior Design and Decoration. Dominant Publishers and Distributors, Delhi.
14. Seetharaman, P, and Pannu, P., (2005). Interior Design & Decoration. CBS Publishers & Distribution, New Delhi.

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Examination Pattern

CIA	-	30 marks
ESE	-	70 marks

The question paper pattern of End Semester Examination (ESE) shall consists of three parts-

Part A –Compulsory – consisting of objective/multiple choice type- each carrying two marks 10x02=20 marks

Part B –Short Answer Type-Four questions to be answered out of six questions-each carrying two marks 04x05=20 marks

Part C –Long Answer Type- Three questions to be answered out of Five questions- each carrying two marks 03x10=30 marks

The above pattern shall be followed in each paper.

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